



WASHOE COUNTY

"Dedicated To Excellence in Public Service"

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CM/ACM	<i>[Signature]</i>
Finance	<i>[Signature]</i>
DA	NA
Risk Mgmt	NA
HR	NA

STAFF REPORT

BOARD MEETING DATE: April 12th, 2016

DATE: Tuesday, March 8th, 2016
TO: Board of County Commissioners
FROM: Richard C. Williams, Buyer, Purchasing Division, Washoe County Comptrollers Department
775-328-2283; email: rcwilliams@washoecounty.us

THROUGH: Cathy Hill, Comptroller, Washoe County Comptrollers Department
775-328-2563, chill@washoecounty.us

Ryan Hensley, Washoe County Sheriff's Detention Service Manager
775-328-6350; rhensley@washoecounty.us

Jon Bozanich, Washoe County Juvenile Services, Fiscal Compliance Officer
775-325-7814; jbozanich@washoecounty.us

David Solaro, Director Community Services Department
775-328-3624, dsolaro@washoecounty.us

SUBJECT: Award Bid #2954-16 for Janitorial Products and Supplies, for various Departments/Divisions of Washoe County, on a primary and secondary basis to the lowest, responsive, responsible bidder, Central Sanitary Supply, 4830 Longley Lane, Reno, NV 89502 as primary supplier, and Brady Industries, LLC, 150 East Greg Street, Sparks, NV 89106 as secondary supplier. This award recommendation is made on a requirements basis with an estimated annual amount in excess of \$200,000.00 per fiscal year. The term of the award shall be from the date of bid approval through December 31, 2017, with the County retaining the option for a one (1) year extension. (All Commission District)

SUMMARY:

Award Bid #2954-16 for Janitorial Products and Supplies, for various Departments/Divisions of Washoe County, on a primary and secondary basis to the lowest, responsive, responsible bidder, Central Sanitary Supply, 4830 Longley Lane, Reno, NV 89502 as primary supplier, and Brady Industries, LLC, 150 East Greg Street, Sparks, NV 89106 as secondary supplier.

SUMMARY CONTINUED:

This award recommendation is made on a requirements basis with an estimated annual amount in excess of \$200,000.00 per fiscal year. The term of the award shall be from the date of bid approval through December 31, 2017, with the County retaining the option for a one (1) year extension.

Washoe County priority supported by this item: Supporting Development of the Regional Economy and Jobs.

PREVIOUS BOARD ACTION:

No recent board action has been taken on Janitorial Products and Supplies

BACKGROUND:

Hard copy sealed bids and sealed e-bids at www.DemandStar.com were opened in the Washoe County Purchasing Office at 2:15 p.m., Thursday, February 25th, 2016. In accordance with the provisions of NRS 332.039, the Washoe County Purchasing Office solicited bids for Janitorial Products and Supplies.

The Invitation to Bid was duly advertised in the Reno Gazette-Journal and made available through the online services of www.Demandstar.com, resulting in the receipt of seven (7) bids, including two (2) no bid responses, two (2) bids that were disqualified from consideration, and three (3) bids that were received in good order.

No Bid Responses:

Waxie Sanitary Supply

9353 Waxie Way

San Diego, CA 92123

Interboro Packaging Corporation

114 Bracken Road

Montgomery, NY 12549

Disqualified bidders:

Taddy Inc., DBA Ace Supply Co.

740 Freeport Blvd, #107

Sparks, NV 89431

Tahoe Supply

3315 Research Way

Carson City, NV 89706

In order to be considered as a full line supplier for janitorial products and supplies a bidder needed to bid on a minimum of 90% of the products that were represented on the bid Schedule. Taddy Inc. bid on 78% of the items, Tahoe Supply bid on 89% of the items.

Invitation to Bid received in good order:

Central Sanitary Supply

4830 Longley Lane

Reno, NV 89502

BACKGROUND CONTINUED:

Central Sanitary Supply submitted the lowest, responsive, responsible reply to the Invitation to Bid on the items as stated on the bid schedule, with the dollar value for the represented items totaling \$173,685.47. The bid also states that Washoe County will receive a discount off of their current Pricer/Catalog of 45%. They will also implement a stocking and inventory program for thirty-four (34) different delivery sites for the Community Services Department at no additional charge. In the near future their program will include, real time inventory reports, portable scan capability for replenishment and with draws, barcode and supply for auto replenishment staying within established mini and max controls and auto download at a remote terminal for transmission to Washoe County.

Brady Industries, LLC

150 East Greg Street, Suite # 106
Sparks, NV 89106

Brady Industries, LLC submitted the second lowest, responsive, responsible reply to the Invitation to Bid on the items as stated on the bid schedule, the dollar value for the represented items is \$184,313.03. The bid also states that Washoe County will receive a discount off of their current Pricer/Catalog of 25%.

Office Depot/Office Max

2990 NorthTowne
Reno, NV 89512

Office Depot/ Office Max submitted a bid that was received in good order, with the dollar value for the represented items totaling \$261,212.43.

Janitorial Products and Supplies shall be procured on a requirements basis during the term of the agreement. The agreement period shall run from the date of Bid Award through December 31, 2017, with the County retaining the option for a one (1) year extension of any awards resultant from the Invitation to Bid.

FISCAL IMPACT:

This Award shall be for janitorial products and supplies in the estimated amount of over \$200,000.00 per fiscal year. Since these products are procured on a requirements basis the exact requirements are unknown from year to year.

Funds for the recommended bid award are contained in the Washoe County Sheriff's Office G/L Account # 710300 and Cost Center – 150950, Public Safety & Training G/L Account # 710300 and Cost Center – 209000, CSD – Facility Management G/L Account # 710300 and Order # 20384, 20383 and Cost Center – 105306 and Jan Evan Juvenile Justice Center G/L Account # 710300 and Cost Center – 127500, G/L Account # 710575 and Cost Center 127500. Expenditures have been approved in fiscal year 2015/2016 budget and will be recommended to be approved in fiscal year 16/17, 17/18 and 18/19.

RECOMMENDATION

Award Bid #2954-16 for Janitorial Products and Supplies, for various Departments/Divisions of Washoe County, on a primary and secondary basis to the lowest, responsive, responsible bidder, Central Sanitary Supply, 4830 Longley Lane, Reno, NV 89502 as primary supplier, and Brady Industries, LLC, 150 East Greg Street, Sparks, NV 89106 as secondary supplier. This award recommendation is made on a requirements basis with an estimated annual amount in excess of \$200,000.00 per fiscal year. The term of the award shall be from the date of bid approval through December 31, 2017, with the County retaining the option for a one (1) year extension.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be: Award Bid #2954-16 for Janitorial Products and Supplies, for various Departments/Divisions of Washoe County, on a primary and secondary basis to the lowest, responsive, responsible bidder, Central Sanitary Supply, 4830 Longley Lane, Reno, NV 89502 as primary supplier, and Brady Industries, LLC, 150 East Greg Street, Sparks, NV 89106 as secondary supplier. This award recommendation is made on a requirements basis with an estimated annual amount in excess of \$200,000.00 per fiscal year. The term of the award shall be from the date of bid approval through December 31, 2017, with the County retaining the option for a one (1) year extension.